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**Thomas J. Sadowski**  
Director

### **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Division of Accounting  
**DATE:** July 13, 2007  
**RE:** State employee vendor requests

Beginning July 1, 2007, the Office of Administration, Division of Accounting, adopted a mandatory policy for the submission of vendor additions and changes to be made by Vendor Input form only. This change was made for several reasons, one of which was to assure that OA/Accounting had the signature of the vendor, verifying the information on the form was valid.

This reason, however, does not pertain to State of Missouri employees who are paid through the SAMII HR payroll system and are being reimbursed for business-related expenses through the SAMII Financial vendor file. Because the names and social security numbers for these employees can be verified on SAMII HR, it will not be necessary for a signed Vendor Input form to be submitted in these cases.

Requests for additions of state employees, paid through SAMII HR payroll, must list the employee's legal name and SSN and can be submitted in several ways:

- Forwarded in an e-mail to [vendor@oa.mo.gov](mailto:vendor@oa.mo.gov)
- Sent in a fax to 573-526-9813

The address used in the vendor file will be taken directly from the SAMII HR payroll record and any reimbursements made will be done as EFT payments to the employee's payroll account.

Please advise all division offices and other appropriate personnel within your agency of this change.

If you have any questions or need assistance, please contact Rebecca Masters at (573) 751-4923 or OA/Accounting at (573) 522-6000.